



Departmental Quarterly Performance Report

Department Name: Metro Miami Action Plan Trust

Reporting Period:

2003

Fourth Quarter

I. Performance Initiatives	Page 2
II. Personnel Status	Page 8
III. Financial Performance	Page 9
IV. Department Director Review	Page 11

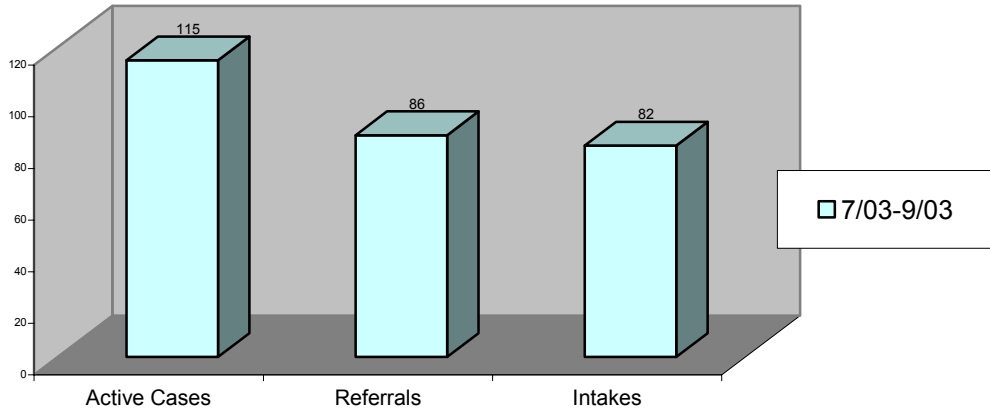
Departmental Quarterly Performance Report
Department Name: Metro-Miami Action Plan Trust
Reporting Period: Jul - Sept 2003

MAJOR PERFORMANCE INITIATIVES

Describe Key Initiatives and Status

<p>County Mgr. Priority (Bold One): People Service Technology Fiscal Responsibility</p> <p>Referrals The number of cases referred to Teen Court was 86 in the fourth quarter. This continued rise in referrals in the last two quarters resulted from improvements in the program offerings which include workshops and counseling sessions that offer the youth an opportunity to discuss issues in an open forum such as Anger Management, Peer Circle, and two teen mentoring programs.</p> <p>New Workshop and Counseling Sessions This quarter, in partnership with Florida International University (FIU), M-DCTC began to offer free tutoring services in reading literacy to volunteers and participants. The classes are conducted by certified teachers completing their Masters of Science in Reading at the Florida International University (FIU) School of Education This is being done under an agreement between the Metro-Miami Action Plan (MMAP) and FIU.</p>	<p>Check all that apply</p> <p><input checked="" type="checkbox"/> Strategic Plan</p> <p><input checked="" type="checkbox"/> Business Plan</p> <p><input type="checkbox"/> Budgeted</p> <p><input type="checkbox"/> Priorities</p> <p><input checked="" type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input type="checkbox"/> Audit Response</p> <p><input type="checkbox"/> Other _____ (Describe)</p>
<p>County Mgr. Priority (Bold One): People Service Technology Fiscal Responsibility</p> <p>Hands on Miami/Metro Zoo Project Three (3) Teen Court participants along with a Teen Court Community Affairs Consultant participated in the United Way's Hands on Miami Metro Zoo landscaping project on September 20, 2003. This was done in an effort to fulfill Teen Court's goal of providing assistance to other community organizations, while giving participants an opportunity to build their self-esteem through community involvement.</p>	<p>Check all that apply</p> <p><input checked="" type="checkbox"/> Strategic Plan</p> <p><input checked="" type="checkbox"/> Business Plan</p> <p><input type="checkbox"/> Budgeted</p> <p><input type="checkbox"/> Priorities</p> <p><input type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input type="checkbox"/> Audit Response</p> <p><input type="checkbox"/> Other _____ (Describe)</p>

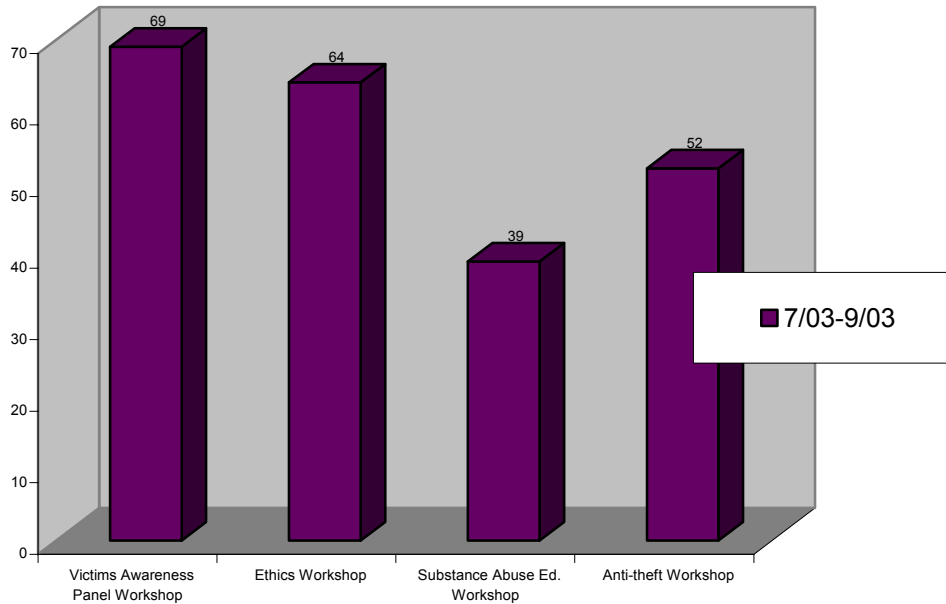
Departmental Quarterly Performance Report
Department Name: Metro-Miami Action Plan Trust
Reporting Period: Jul - Sept 2003

<p>County Mgr. Priority (Bold One): People Service Technology Fiscal Responsibility</p> <p>Youth Attorney Training Seventeen (17) Youth Attorneys were trained on August 20th and 21st, 2003. Teen Court Community Affairs Consultant in the south office was the facilitator. Teen Court benefited from newly created community partnerships with the Cutler Ridge Mall and one of the local Dunkin Donut stores in the provision of both the space for the training and snacks for the volunteers attending the training.</p>	<p>Check all that apply</p> <p><input checked="" type="checkbox"/> Strategic Plan</p> <p><input type="checkbox"/> Business Plan</p> <p><input type="checkbox"/> Budgeted</p> <p>Priorities</p> <p><input checked="" type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input type="checkbox"/> Audit Response</p> <p>Other _____ (Describe)</p>								
<p>County Mgr. Priority (Bold One): People Service Technology Fiscal Responsibility</p> <p>New Workshop and Counseling Sessions Miami Dade County Teen Court implemented the reading Scene Tutoring program during this quarter. This program is aimed at improving the literacy levels of youth involved in the Teen Court program as participants and volunteers. Certified teachers completing their Masters of Science in Reading at the Florida International University (FIU) School of Education conduct the workshops. This is being done under an agreement between the Metro-Miami Action Plan (MMAP) and FIU.</p>	<p>Check all that apply</p> <p><input checked="" type="checkbox"/> Strategic Plan</p> <p><input type="checkbox"/> Business Plan</p> <p><input type="checkbox"/> Budgeted</p> <p>Priorities</p> <p><input checked="" type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input type="checkbox"/> Audit Response</p> <p>Other _____ (Describe)</p>								
<p>County Mgr. Priority (Bold One): People Service Technology Fiscal Responsibility</p> <p style="text-align: center;">Case Load Stats</p>  <table border="1"> <caption>Case Load Stats Data</caption> <thead> <tr> <th>Category</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Active Cases</td> <td>115</td> </tr> <tr> <td>Referrals</td> <td>86</td> </tr> <tr> <td>Intakes</td> <td>82</td> </tr> </tbody> </table>	Category	Value	Active Cases	115	Referrals	86	Intakes	82	<p>Check all that apply</p> <p><input checked="" type="checkbox"/> Strategic Plan</p> <p><input checked="" type="checkbox"/> Business Plan</p> <p><input type="checkbox"/> Budgeted</p> <p>Priorities</p> <p><input type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input type="checkbox"/> Audit Response</p> <p>Other _____ (Describe)</p>
Category	Value								
Active Cases	115								
Referrals	86								
Intakes	82								

Departmental Quarterly Performance Report
Department Name: Metro-Miami Action Plan Trust
Reporting Period: Jul - Sept 2003

County Mgr. Priority (Bold One): **People** Service Technology Fiscal Responsibility

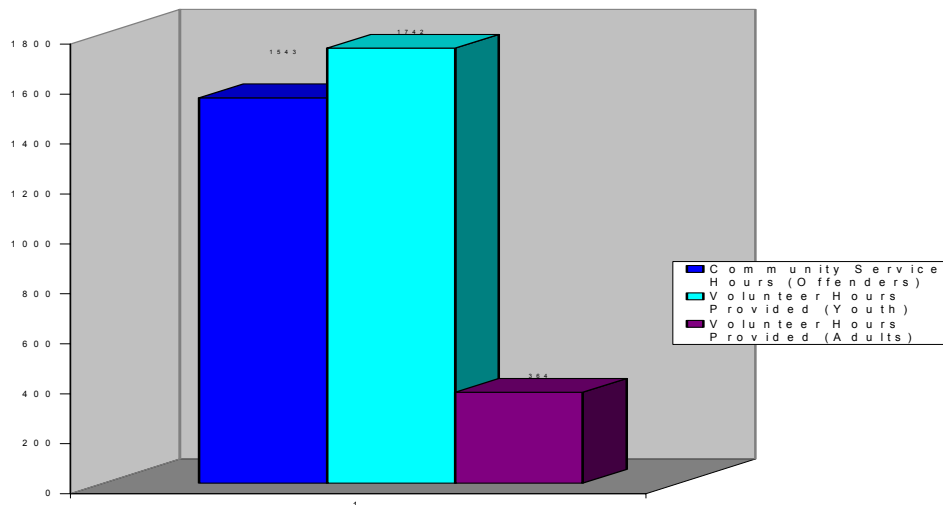
Youth and Adult Educational Workshops



Check all that apply
☒ Strategic Plan
☒ Business Plan
☐ Budgeted
 Priorities
☒ Customer Service
☐ Workforce Dev.
☐ ECC Project
☐ Audit Response
 Other _____
 (Describe)

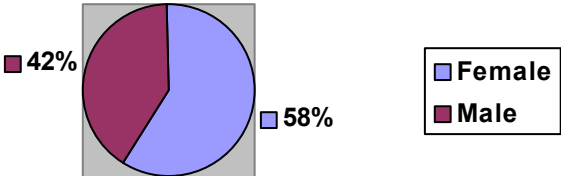
County Mgr. Priority (Bold One): **People** Service Technology Fiscal Responsibility

Community Service Hours Provided



Check all that apply
☒ Strategic Plan
☒ Business Plan
☐ Budgeted
 Priorities
☒ Customer Service
☐ Workforce Dev.
☐ ECC Project
☐ Audit Response
 Other _____
 (Describe)

Departmental Quarterly Performance Report
Department Name: Metro-Miami Action Plan Trust
Reporting Period: Jul - Sept 2003

<p><i>Describe Key Initiatives and Status</i> Check all that apply County Mgr. Priority (Bold One): People <i>Service</i> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Head of Household Applicants</p> <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 30%;">Female</td> <td style="width: 30%; text-align: right;">45</td> <td rowspan="3" style="width: 30%; text-align: center; vertical-align: middle;">Head of Household</td> </tr> <tr> <td>Male</td> <td style="text-align: right;">32</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">77</td> </tr> </table> <div style="text-align: center; margin-top: 20px;">  <table border="1" style="margin: 10px auto; font-size: small;"> <tr><td style="background-color: #add8e6;">■</td> Female</tr></table></div>	Female	45	Head of Household	Male	32	Total	77	■
Female	45	Head of Household						
Male	32							
Total	77							
■								
■								

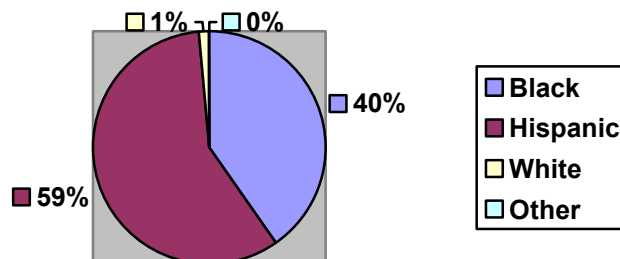
Departmental Quarterly Performance Report
Department Name: Metro-Miami Action Plan Trust
Reporting Period: Jul - Sept 2003

County Mgr. Priority (Bold One): **People** Service Technology Fiscal Responsibility

Ethnicity

Ethnicity of Applicants

Black	31
Hispanic	45
White	1
Other	0
Total	77



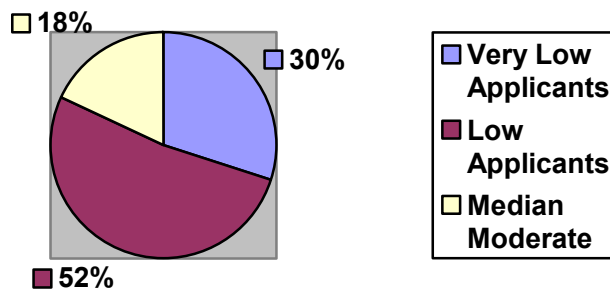
X Strategic Plan
x Business Plan
x Budgeted Priorities
x Customer Service
 ___ ECC Project
 ___ Workforce Dev.
 ___ Audit Response
 ___ Other _____
 (Describe)

County Mgr. Priority (Bold One): **People** Service Technology Fiscal Responsibility

Median Income Level

Median Income Level

Very low Applicants	23
Low Applicants	40
Median Moderate	14
Total	77



X Strategic Plan
x Business Plan
x Budgeted Priorities
x Customer Service
 ___ ECC Project
 ___ Workforce Dev.
 ___ Audit Response
 ___ Other _____
 (Describe)

Departmental Quarterly Performance Report

Department Name: Metro-Miami Action Plan Trust

Reporting Period: Jul - Sept 2003

<p><i>Describe Key Initiatives and Status County Mgr. Priority (Bold One):</i> People, Service, Technology <i>Fiscal Responsibility</i></p> <p><u>Technical Assistance and Business Plan Preparation</u></p> <p>Two hundred four individuals (113 males and 91 females) received one-on-one assistance in starting or expanding a business from October 1, 2002 – September 30, 2003. One hundred sixty-one business plans were developed (105 business expansions and 56 new starts.)</p>	<p>Check all that apply:</p> <p><input checked="" type="checkbox"/> <i>Strategic Plan</i></p> <p><input checked="" type="checkbox"/> <i>Business Plan</i></p> <p><input checked="" type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input checked="" type="checkbox"/> <i>Customer Service</i></p> <p><input type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____ (Describe)</p>
<p><i>Describe Key Initiatives and Status County Mgr. Priority (Bold One):</i> People, Service, Technology <i>Fiscal Responsibility</i></p> <p><u>Entrepreneurial Institute Seminars</u></p> <p>The institute offered business seminars on the campus of Florida Memorial College and at the Phicol Williams Center in Homestead/Florida City of one hundred sixteen individuals. All of the instructors are experts in the areas of the seminars taught for the Institute and have advanced degrees. Topics included: Starting A Business, Preparing a Business Plan, Managing for Greater Profits, Marketing your Product or Service, Exporting – International Trade, Importing – International Trade, Keeping Good Financial Records, Understanding and Repairing Credit, and Managing Human Resources and Sales. Two additional seminars were provided for seventy-six individuals at the University of Miami School of Nursing and Workforce America.</p>	<p>Check all that apply:</p> <p><input checked="" type="checkbox"/> <i>Strategic Plan</i></p> <p><input checked="" type="checkbox"/> <i>Business Plan</i></p> <p><input checked="" type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input checked="" type="checkbox"/> <i>Customer Service</i></p> <p><input type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____ (Describe)</p>

Departmental Quarterly Performance Report
Department Name: Metro-Miami Action Plan Trust
Reporting Period: Jul - Sept 2003

PERSONNEL SUMMARY

A. Filled/Vacancy Report

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	27	36	28	8	27	9	28	8	28	8

* Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.

Notes:

B. Key Vacancies

Administrative Assistant 5 (Deputy Director), Training Specialist 3, and Office Support Specialist 2

C. Turnover Issues

There are not any turnover issues.

D. Skill/Hiring Issues

No skills issues, but we are presently trying to fill the Training Specialist 3, 2 Office Support Specialist 2 positions, and finally an Administrative Secretary.

E. Part-time, Temporary and Seasonal Personnel
(Including the number of temporaries long-term with the Department)

There are twenty-two positions needed for the MLK Academy and Teen Court.

F. Other Issues

There are no other issues.

Departmental Quarterly Performance Report
Department Name: Metro-Miami Action Plan Trust
Reporting Period: Jul - Sept 2003

FINANCIAL SUMMARY

(All Dollars in Thousands)

	PRIOR YEAR	CURRENT FISCAL YEAR						
		Total Annual Budget	4th Quarter		Year-to-date			
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget
Revenues								
Transfer from G.F.	1,457	978			978	978		
Occ.License Surtax	286	315	79	7	315	301	(14)	-4%
Occ.License Surtax Carryover	115	346			346	294	(52)	
Doc. Stamp Surtax	1,673	1,400	350	559	1,400	1,979	579	41%
Loan Processing fees HAP	2	1	0	-	1	1	-	0%
Doc. Stamp Surtax Carryover	526	791			791	1,488	697	
Doc Stamp Interest	9	10	3	2	10	8	(2)	-20%
MLK, Jr. Academy (MDPS)	387	453	113	163	453	562	109	24%
US HUD Overtown Grant							-	
Traffic Ticket Surcharge	1,423	1,450	350	426	1,450	1,282	(168)	-12%
Traffic Ticket Carryover	1,536	2,066			2,066	2,132	66	
Traffic Ticket Interest	40	40	10	6	40	28	(12)	-30%
Total	7,454	7,850	905	1,163	7,850	9,053	1,203	15%
Expense*								
Administration	1,457	978	258	343	978	978	-	0%
Housing	379	2,202	551	48	2,202	633	(1,569)	-71%
Economic Dev.	140	661	165	39	661	413	(248)	-38%
Social Justice	1,319	4,009	1,002	1,001	4,009	2,307	(1,702)	-42%
Total	3,295	7,850	1,976	1,431	7,850	4,331	(3,519)	-45%

* Expenditures may be reported by activity as contained in your budget or may be reported by category (personnel, operating and capital).

Equity in pooled cash (for proprietary funds only)

Fund/Sub fund	Prior Year	Projected at Year-end as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
030/020	294	204	211	178	162
700/700	1,488	1,843	2,232	2,165	2,621
100/106	2,132	2,181	2,330	1,720	1,593
720/721	(93)	(178)	(199)	(141)	(48)
Total	3,821	4,050	4,574	3,922	4,328

Departmental Quarterly Performance Report
Department Name: Metro-Miami Action Plan Trust
Reporting Period: Jul - Sept 2003

Comments:

Revenues:

Doc. Stamp Surtax: An increase in the # of commercial property sales was a consequence of the reduction in mortgage rate by the Federal Reserve Bank.

MLK Academy: An increase of revenue was due to the higher student enrollment during the 2nd half of the year.

Traffic Ticket Interest: Due to reduction in interest rate by the Federal reserve bank, the projected interest revenue will decline for the rest of the year.

Expenditures:

Housing: Does not include housing assistance forgivable loan disbursements of \$893,233.00 booked as accounts receivable; \$7.554 mil. accounts receivable balance since program inception in 1996. Also does not reflect a \$579,300 in pay-offs.

Economic Development : The expenditures don't reflect \$100,000 used in commercial loans.

Departmental Quarterly Performance Report
Department Name: Metro-Miami Action Plan Trust
Reporting Period: Jul - Sept 2003

STATEMENT OF PROJECTION AND OUTLOOK

The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses except as noted below:

Notes and Issues:

There are not any projected exceptions to report at this time.

DEPARTMENT DIRECTOR REVIEW

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

Signature
Department Director

Date _____